



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE</b>	<b>Final Accounts Officer (Bank Reconciliation)</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Final Accounts & Reporting Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Director, Final Accounts & Reporting
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

  

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### **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Director, Final Accounts and Reporting, the Final Accounts Officer (Bank Reconciliation) is responsible for the proper and timely reconciliation of bank accounts.

### **2. KEY OUTPUTS (Results, Deliverables)**

- Bank accounts reconciled;
- Bank reconciliation statements prepared;
- List/update of un-cashed cheques prepared.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Technical/Professional Responsibilities;**

- Ensures that bank statements and cashed cheques are collected promptly from the bank;
- Checks encashed cheques against bank statements and record and advise the bank of any case of missing cheques;
- Checks bank statements against cash book and refers all items on the bank statement that do not appear in the cash book to the Assistant Final Accounts Officer (Journal) for the preparation of journal;
- Verifies any adjustments made by the bank and advice the Director, Final Accounts and Reporting of any discrepancies;
- Posts all items on the bank statement to the cash book and submit to the Director for authorization;

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- Refers bank charges, debit advices, credit advices etc to the Director, Final Accounts and Reporting for relevant action;
- Ensures that bank statements are properly posted to the system;
- Prepares Bank Reconciliation Statements using Bank Reconciliation System (BRS) and FinMan;
- Generates the Bank Reconciliation statement, resolving any errors found that can be adjusted immediately in the period and makes adjustments where necessary;
- Submits completed Bank Reconciliation Statements to the Director, Final Accounts and Reporting;
- Prepares/updates listing of un-cashed cheques;
- Downloads on-line statements and scans cashed cheques from the bank's website for Ministry and assigned agencies;
- Liaises with banks to ensure that statements are received;
- Prepares cheque summary of daily expenditure for the Ministry and assigned agencies.
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#### **B.) Other Responsibilities:**

- Performs other related duties that may from time to time be assigned by the Director Final Accounts & Reporting.

#### **4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Bank accounts reconciliations are completed within scheduled due dates;
- Reconciliation is done in accordance with established guidelines and discrepancies immediately reported to the Director;

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- Bank reconciliation statement prepared within stipulated timeframe;
- List of un-cashed cheques prepared/updated on a timely basis;
- Accounting policies, procedures and guidelines are adhered to;

## 5. INTERNAL AND EXTERNAL CONTACTS

### i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director Final Accounts and Reporting	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Senior Final Accounts Officer	Preparation of Accounts
Assistant Finance Accounts Officer	Preparation of Journal
Financial Systems Manager	Accounting Software support,

### ii) External Contact

Contact	Purpose of Communication
Banks	Errors and/or adjustments identified on bank statements

## 6. REQUIRED COMPETENCIES

### Core

- **Core**
- Good time management and organisational skills;
- Good planning skills;

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- Good problem solving skills;
- Good presentation, oral and written communication skills;
- Good team and interpersonal skills
- Excellent Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Maintains a high level of productivity and self-direction.
- Ability to work under pressure and meet tight deadlines

#### **Technical**

- Knowledge of the laws, regulations, principles and practices relating to public sector financial accounts and general ledger.
- Experience in manual and automated bank reconciliation.
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT or CAT Level 3 or ACCA Level 1 plus one (1) year post qualification experience in accounting;
- OR
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognised tertiary institution plus two (2) years post qualification experience;
- OR
- Associate degree or Diploma in Accounting from a recognised tertiary institution and at least two (2) years post qualification experience ;

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OR

- Satisfaction of the Proficiency criteria.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours, whenever the need arises.

**9. AUTHORITY TO:**

- Liaise with bank.
- Generate Bank Reconciliation Statements.

**10. WORKING CONDITIONS**

- Normal office conditions;

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